TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on August 28, 2008, and recommends the following motions:

- Review minutes of:
 a. Housing Authority (7/23/08).
 Receive & place on file.
- #1b Communication from Supervisor Steve Fewell re: Review and make update to the Brown County Code 30.07 relating to charges for Sheriff's Department Patrol Division. (Referred from August County Board.) Direct the Sheriff's Department to bill any Village with a population over 5,000 for the actual amount to cover open shifts.
- County Clerk Resolution re: Requesting the Legislature Increase the fee for Wisconsin Street Trade Permits and Minors' Work Permits (WI SS 103). Referred to Executive Committee. <u>Committee approved.</u> See Resolutions, Ordinances September County Board.
- 3. County Clerk Budget Status Financial Report for June 30, 2008. Receive & place on file.
- 4. County Clerk report. (No report.)
- Treasurer Update on conversion to Chase Bank.
 a. Banking issues at the NEW Zoo.
 Hold until September meeting.
- 6. Budget Status Financial Report not available. Refer to September meeting.
- 7. Corporation Counsel Resolution re: Disallowance of Claim (Christine Englebert). Committee approved disallowance of claim. See Resolutions, Ordinances September County Board.
- 8. Corporation Counsel Resolution re: Disallowance of Claim (Kay Menting).

 <u>Committee approved disallowance of claim.</u> See Resolutions, Ordinances
 September County Board.
- 9. Corporation Counsel Resolution re: Disallowance of Claim (Scot Deering).

 <u>Committee approved disallowance of claim.</u> See Resolutions, Ordinances
 September County Board.

- Corporation Counsel Resolution re: Disallowance of Claim (Debbie Besaw).
 Committee approved disallowance of claim. See Resolutions, Ordinances
 September County Board.
- 11. Corporation Counsel Resolution re: Disallowance of Claim (SISCO Benefits on behalf of Mary Ann Cornell). Committee approved disallowance of claim. See Resolutions, Ordinances September County Board.
- 12. Corporation Counsel Resolution re: Disallowance of Claim (Norlene Fischer).

 <u>Committee approved disallowance of claim.</u> See Resolutions, Ordinances
 September County Board.
- 13. Corporation Counsel Resolution re: Disallowance of Claim (Kay Shehow).

 <u>Committee approved disallowance of claim.</u> See Resolutions, Ordinances
 September County Board.
- 14. Corporation Counsel Resolution re: Disallowance of Claim (Nicole Brooks).

 <u>Committee approved disallowance of claim.</u> See Resolutions, Ordinances
 September County Board.
- 15. Corporation Counsel Budget Status Financial Report June 2008. Receive & place on file.
- 16. Dept. of Administration Information Services Request for Budget Transfer (#08-55): Increase n Expenditures with Offsetting Increase in Revenue: Offsetting Golf Budget Transfer 08-50 to purchase a laptop computer (\$2,038). Approve.
- 17. Dept. of Administration 2008 Budget Transfer Log. Receive & place on file.
- 18. Dept. of Administration Budget Status Financial Report for July 31, 2008. Receive & place on file.
- 19. Dept. of Administration Information Services Budget Status Financial Report for July 31, 2008. Receive & place on file.
- 20. Child Support Agency Information report re: Change in Medical Support Liability Revenue for the Child Support Agency. (Held from previous meeting.) Receive & place on file.
- 21. Child Support Agency Budget Status Financial Report for July 31, 2008. Receive & place on file.

- 22. Facility Management Facility Vehicle Review: Communication from Supervisor Dave Kaster re: Review the vehicle take home policy; inventory of all vehicles by department; who takes them home and why and how that affects the insurance of the County. (Held from previous meeting with motion: "To hold and have Bill Dowell bring specific usage of vehicles back.") Refer to Department of Administration to gather information from department heads relative to fleet cars and report back to committee when complete.
- 23. Facility Management Budget Status Financial Report for July 31, 2008. Receive & place on file.
- 24. Facility Management Director's report. Receive & place on file.
- #24a Facility Management Approval of low bid (see attached) for Veterans' Office Relocation Project. Approve the low bid of I.E.I. (general contractor) in the amount of \$36,197.
- #24b Facility Management Approval of easement for Green Bay Recreation Trail at UW Extension. Receive & place on file.
- 25. Human Resources Monthly Committee Report (July, 2008). Receive & place on file.
- 26. Human Resources Budget Status Financial Report for July 31, 2008. Receive & place on file.
- 27. Human Resources Communication from Supervisor Williams re: The pay scales and steps for non-represented employees, supervisors and managers be reviewed and adjusted as dictated by market demands. (Held from previous meeting.) <u>Table until September meeting.</u>
- 28. Human Resources Communication from Supervisor Mary Scray re: Evaluate the possibility of changing workweek for Brown County Employees to 4 10 hour day for County Departments. (Held from previous meeting.) Hold for one month for report from sub-committee.
- 29. Human Resources RFP for Health Risk Assessment (HRA) (Nick Evgenides, Risk Manager). Approve the RFP for Health Risk Assessment.
- 30. Human Resources Summary of June 2008 Safety Audit. Receive & place on file.
- #30a Human Resources Approval of RFP for Safety & Health Consulting Services.

 <u>Approve the RFP for Safety & Health Consulting Services.</u>

Administration Committee

September 17, 2008 Page 4

- 31. <u>Closed Session:</u> For the purpose of considering financial medical, social or personal histories pursuant to Sec. 19.85(1)(f) of the Wisconsin State Statutes.
 - a. Enter into closed session.
 - b. Return to regular order of business.
 - c. No action taken.
- 32. Audit of bills. Approve payment of bills.

Approved by:

COUNTY EXECUTIVE	Date	
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PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, August 28, 2008 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present:

Tom Lund, Chair; Tony Theisen, Andy Williams

Excused:

Jack Krueger, Patty Hoeft

Also Present: Jeff Oudeans, Bill Dowell, Mary Reinhard, Nick Evgenides

Debbie Klarkowski, Maria Fischer, Lynn VandenLangenberg

Bob Heiman, Supervisor Guy Zima, Other Interested Parties, Media

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:32 p.m. Supervisor Zima sat in for Supervisor Theisen until he arrived at 5:35 p.m.

II. Approve/Modify Agenda:

Additions of 1b, 24a & b, and 30a

Motion made by Supervisor Williams and seconded by Supervisor Zima to approve the agenda as modified. MOTION APPROVED UNANIMOUSLY

Supervisor Theisen arrived 5:35 p.m.

III. Approve/Modify Minutes of:

- a. Regular Session of July 24, 2008
- b. Special Session of August 11, 2008

Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve III a & b. MOTION APPROVED UNANIMOUSLY

- 1. Review Minutes of:
 - a. Housing Authority (7/23/08):

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY

1b. Communication from Supervisor Steve Fewell re: Review and make update to the Brown County Code 30.07 relating to charges for Sheriff's Department Patrol Division (Referred from August County Board):

Supervisor Fewell explained that the intent of his communication is to have the Sheriff's Department update their charges and begin billing for services as they relate to filling open shifts for the Village of Hobart.

He stated that at this time fees for supervisors and patrol officers are in the \$50 to \$70 an hour range, however, have not been collected as pertains to Hobart when the Brown County Sheriff's Department has filled in for open shifts. He

pointed out that according to State Statute any village having a population over 5,000 is required to have their own staff officers.

At this time it is suggested that the Sheriff's Department update their numbers and be present at the September meeting of this committee to discuss further. He also recommended that a resolution be drafted instructing the Sheriff to begin billing any other villages with a population over 5,000 within Brown County where open shifts are being filled.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to direct the Sheriff's Department to bill any Village with a population over 5,000 for the actual amount to cover open shifts.

MOTION APPROVED UNANIMOUSLY

County Clerk:

2. Resolution re: Requesting the Legislature Increase the Fee for Wisconsin Street Trade Permits and Minors' Work Permits (WI SS 103). Referred to Executive Committee:

The Clerk's Office presented a resolution requesting an increase in the cost of work permits for street trade and minors from \$5 to \$10, \$5 of which shall be forwarded to the Department of Work Force Development. At this time approximately 1,000 work permits are issued annually through the Clerk's office.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

3. Budget Status Financial Report for June 30, 2008:

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

4. Clerk's Report:

Darlene Marcelle was not present to report.

Treasurer:

5. Update on Conversion to Chase Bank:

a. Banking Issues at the NEW Zoo:

Mary Reinhard, Maria Fischer, and Sara Perrizo were present to discuss banking issues at the NEW Zooe. Ms. Reinhard explained that deposits to Chase Bank began in July. The IS Department has been working with technical support at Chase Bank regarding conversion for accounts payable and payroll.

Maria Fischer explained an issue has arisen with change deposited at the bank, which is not being counted or a receipt issued at the time of deposit. The Treasurer's Office has offered to provide the NEW Zoo a change counter. Counters range from \$895 to \$3,000.

Ms. Perrizo added there have also been issues with armored car services provided by Garda, stating they have not been providing pick-ups and

change in a timely manner at the Zoo, making doing business there difficult. A one year contract was recently signed. Mr. Heiman indicated that only the Airport and the NEW Zoo have experienced problems, while other departments are being serviced appropriately. A performance review was suggested and Mr. Heiman indicated he will be meeting with Garda within the next week.

Chairman Lund noted that the committee was not given information ahead of time and requested that be done in the future. Because of that and a need for further information a recommendation was made to update the committee on any progress at the next meeting.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to hold until the September meeting.

MOTION APPROVED UNANIMOUSLY

6. **Budget Status Financial Report not available:**

Motion made by Supervisor Williams and seconded by Supervisor Theisen to refer to the September meeting. MOTION APPROVED UNANIMOUSLY

Corporation Counsel:

- 7. Resolution re: Disallowance of Claim (Christine Englebert):
- 8. Resolution re: Disallowance of Claim (Kay Menting):
- 9. Resolution re: Disallowance of Claim (Scot Deering):
- 10. Resolution re: Disallowance of Claim (Debbie Besaw):
- 11. Resolution re: Disallowance of Claim (SISCO Benefits on behalf of Mary Ann Cornell):
- 12. Resolution re: Disallowance of Claim (Norlene Fischer):
- 13. Resolution re: Disallowance of Claim (Kay Shehow):
- 14. Resolution re: Disallowance of Claim (Nicole Brooks):

Motion made by Supervisor Williams and seconded by Supervisor Theisen to take #'s 7 through 14 together and disallow all claims.

MOTION APPROVED UNANIMOUSLY

15. Budget Status Financial Report June 2008:

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY

Department of Administration:

16. Information Services – Request for Budget Transfer (#08-55): Increase in Expenditures with Offsetting Increase in Revenue: Offsetting Golf Budget Transfer 08-50 to purchase a laptop computer \$2,038):

Lynn VandenLangenberg explained that this budget transfer will offset the Golf Budget transfer 08-50 to purchase a laptop computer.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY

17. 2008 Budget Transfer Log:

Ms. VandenLangenberg reported that the department has been working on the Chart of Accounts for the new financial system, explaining that many of the items on the transfer log will be cleaned up in the next few months.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

18. Budget Status Financial Report for July 31, 2008:

At this time there is a savings in salaries. This savings has been used to hire limited term staff, which Ms. VandenLangenberg stated has been very helpful to the department.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

19. Information Services – Budget Status Financial Report for July 31, 2008:

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Child Support Agency

20. Information Report re: Change in Medical Support Liability Revenue for the Child Support Agency. (Held from previous meeting):

A letter from Jackie Scharping, Administrator in the Child Support Agency was addressed. In April of 2008, the committee was informed of a possible shortfall in revenue for the agency regarding birth cost recovery. Ms. Scharping states that since the last update, the State has passed an emergency rule amending the administrative code used to establish liability for costs owed the State. Using guidelines established in May, and with the adoption of the emergency rule, the agency has been determining the liability and certifying these debts for federal tax intercept.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY

21. Budget Status Financial Report for July 31, 2008:

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Facility Management

Facility Vehicle Review: Communication from Supervisor Dave Kaster re: Review the Vehicle Take Home Policy: Inventory of all vehicles by department; who takes them home and why, and how that affects the insurance of the County. (Held from previous meeting with motion: "To hold and have Bill Dowell bring specific usage of vehicles back".

A handout was distributed by Mr. Dowell listing vehicles currently used by Facilities Management (attached), along with additional information requested at

the last meeting relative to purpose, annual mileage, and which department cars are assigned to. This list was reviewed by the committee. Mr. Dowell indicated that none of the vehicles are taken home overnight, except in rare circumstances when the employee may be traveling out of town early the following morning.

In order to get a better handle on the entire County fleet use, Chairman Lund and the committee requested additional information relative to who takes cars home, why, how often, and how that affects the insurance of the County. The Department of Administration will send a memo to all department heads with a request for information in order to develop a consolidated list and a policy.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to refer to the Department of Administration to gather information from department heads relative to fleet cars and report back to committee when complete. MOTION APPROVED UNANIMOUSLY

23. Budget Status Financial Report for July 31, 2008:

Mr. Dowell reported that at this time expenses are under running 5%, with revenues slightly over. He predicts the budget will come in at or under at year end.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

24. Director's Report:

A handout was distributed (attached) relative to possible reduction in utility costs from WPS if the County were to go to a four day work week. These numbers are for the Northern Building only and show a possible 5% savings, or \$1500 per year. Mr. Dowell indicated that further research will be done on the Sophie Beaumont building as well.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

24a. Approval of Low Bid for Veterans' Office Relocation Project:
Relocation of the Veterans' Office from the 1st floor to the 3rd floor of the Northern Building was addressed. This move will allow them additional space and separate offices for more confidentiality to clients. A request was made to approve the low bid from I.E.I. in the amount of \$36,197.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to approve the low bid of I.E.I. (general contractor) in the amount of \$36,197. MOTION APPROVED UNANIMOUSLY

24b. Approval of Easement for Green Bay Recreation Trail at UW Extension: In order to extend a trail along the East River, the City of Green Bay has requested an easement on property at the UW Extension.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Human Resources:

25. Human Resources Monthly Committee Report (July 2008):

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY

Budget Status Financial Report for July 31, 2008
 Ms. Klarkowski reported that all categories are within budget.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

27. Communication from Supervisor Williams re: The pay scales and steps for non-represented employees, supervisors, and managers e reviewed and adjusted as dictated by market demands (Held from previous meeting):

Debbie Klarkowski announced she would have an update related to pay scales etc. at the September meeting.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to table until the September meeting. MOTION APPROVED UNANIMOUSLY

28. Communication from Supervisor Mary Scray re: Evaluate the possibility of changing workweek for Brown County employees to 4 – 10 hour day for County Departments. (Held from previous meeting):

As Supervisor Scray was unable to attend this meeting, a recommendation was made to hold for one month. Ms. Klarkowski indicated that a sub-committee was appointed to work with the County Executive, however, it is her understanding they have not yet met.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to hold one month for report from sub-committee.

MOTION APPROVED UNANIMOUSLY

29. **RFP for Health Risk Assessment (HRA) (Nick Evgenides, Risk Manager):**An RFP for Health Risk Assessment and an out-of-county vendor was included in packet material. Mr. Evgenides stated that funds have been budgeted to conduct health risk assessments for employees under the present health plan.
Assessments will be done on a voluntary basis. If in the future they become mandatory, it could become a bargaining issue for some employees.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve the RFP for Health Risk Assessment MOTION APPROVED UNANIMOUSLY

30. Summary of June 2008 Safety Audit:

The HR Department initiated an audit of the County's Safety & Health Program with the objective to determine future staffing needs using the OSHA Performance Evaluation Profile (PEP). A study performed by Safety Works evaluated five areas: 1) management leadership and employee participation; 2)

workplace analysis; 3) accident and record analysis; 4) hazard prevention and control; and 5) emergency response. A summary of the findings can be found in packet material.

Findings of the safety audit resulted in the drafting of an RFP for Safety & Health Consulting Services. Approval of this RFP is requested in item 30a below.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

30a. Approval of RFP for Safety & Health Consulting Services:

Approval of this RFP relates to item 30 above.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to approve the RFP for Safety & Health Consulting Services.

MOTION APPROVED UNANIMOUSLY

(Taken out of order)

32. Audit of Bills:

Motion made by Supervisor Theisen and seconded by Supervisor Williams to approve payment of bills. MOTION APPROVED UNANIMOUSLY

31. Closed Session: For the purpose of considering financial medical, social, or personal histories pursuant to Sec. 19.95 (1)(f) of the Wisconsin State Statutes:

Motion made by Supervisor Theisen and seconded by Supervisor Williams to enter into closed session.

Present: Lund, Theisen, Williams

Excused: Hoeft, Krueger

MOTION APPROVED UNANIMOUSLY

Recording Secretary excused 7:40 p.m.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to return to regular order of business.

Present: Lund, Theisen, Williams

Excused: Hoeft, Krueger

MOTION APPROVED UNANIMOUSLY

Other

33. Such Other Matters as Authorized by Law: None

Motion made by Supervisor Theisen and seconded by Supervisor Williams to adjourn at 7:50 p.m.

Respectfully submitted,
Rae G. Knippel, Recording Secretary

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Q 7 ⊒ Λ		DATE	ODOMETER		Assigned	Purpose	Annual
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2008	FORD SUPER DUTY TRUCK T-32	06/10/2008	850	NEW	CHS	Pol transport & plowing	3.500
2001	DODGE DAKOTA TRUCK T-18	03/28/2001	37,969	GOOD	CHS	Pol transport & plowing	5,400
1998	CHEV TRUCK 4X4 T-14	08/14/1998	35,000	GOOD	왕	Ppl transport & plowing	3,500
1996	CHEV TAHOE 4X4 T-12	07/16/1996	58,041	FAIR	CHS	Transport Ppl & material	4,800
1991	CHEV VAN - DARK GREEN T-3	03/13/1991	64,581	FAIR	CES.	Transport Ppl & material	3,800
1988	FORD VAN BLUE (ELECTRICAL) T-8	12/31/1990	77,926	0005	CHS	Electrician's truck	4,300
1997	CHEV TRUCK WHITE TAHOE - MAIL TRUCK T-1	04/02/1997	61,352	GOOD	DOC CNTR	Mail operation	5,200
2002	FORD WINDSTAR T-28	05/18/2005	66,795	GOOD	FM - FLEET	Employee transport	11,000
2001	PONTIAC GRAND AM C-18		85,384	GOOD	FM - FLEET	Employee transport	12,000
2007	PONTIAC GRAND AM C-20		117,188	0009	FM - FLEET	Employee transport	16,000
1997	FORD CROWN VICTORIA C-14		167,668	TAR	FM - FLEET	Employee transport	12,000
2001	FORD SUPER DUTY TRUCK (JAIL) T-20	02/13/2001	18,300	GOOD	JAIL	Salting & plowing	2,500
1999	CHEV TRUCK (JAIL) 4X4 T-16	06/01/1899	30,900	0009	JAIL	Ppl transport & plowing	3,500
2001	DODGE RAM 2500 - VAN MHC T-19	02/27/2001	39,500	G005	MCH	Courier run	5,500
2003	GMC SIERRA 4X4	06/02/2003	16000	GOOD	SHC	Ppl transport & plowing	3,000
2000	CHEV SILVERADO Silverado 4X4	05/08/2000	31,000	GOOD	MHC	Ppl transport & plowing	4,000





305 E WALNUT ST NORTHERN B GREEN BAY, WI 54301 Off Peak KWh Grand Total: 30,672.9

Maximum KW: 242,4 7/9/2007 14:00

64.5 98.7 03:00 # 04:00 # # 00:50 # 00:90 01:00 # 02:00 # 7/3/07 Date

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176.1 * 189.0 * 187.8 87.3 117.0 # 00:20 # 00:80 \$ 00:60 # 00:01 11:00 # 73307 73307 73307 73307 73307 73307 73307 73307 73307 73307 73307

190.5 * 189.3 * 182.7 * 180.6 * 16:00 # 18:00 # # 00:61 12:00 # 13:00 # 14:00 # 12:00 # # 00:21 713/07

185.4 * 155.7 * 80.1 20:00 # 21:00 # 22:00 # 70/2/1 1/3/07 71/3/07 13307

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Daily Total: Usage:

2,414.7 1,717.2 697.5 *On Peak KWh; Off Peak KWh;

Account: 405256657-7 Service Type: 1 Hour Electric Premise: 101699983

Operating District GREEN BAY

Minimum KW: 0.0 8/29/2007 (286) 24:00

On Peak KWh Grand Total: 61,292.7

7/1/2007-8/31/2007

Interval Details From:

-00:EZ -00:0Z 00:61 90:81 -00:21 KW Per Interval (1Hour) 00:91 00:41 -00161 12:00 11:00 00:01 H00:60 -00:70

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On Peak Off Peak



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